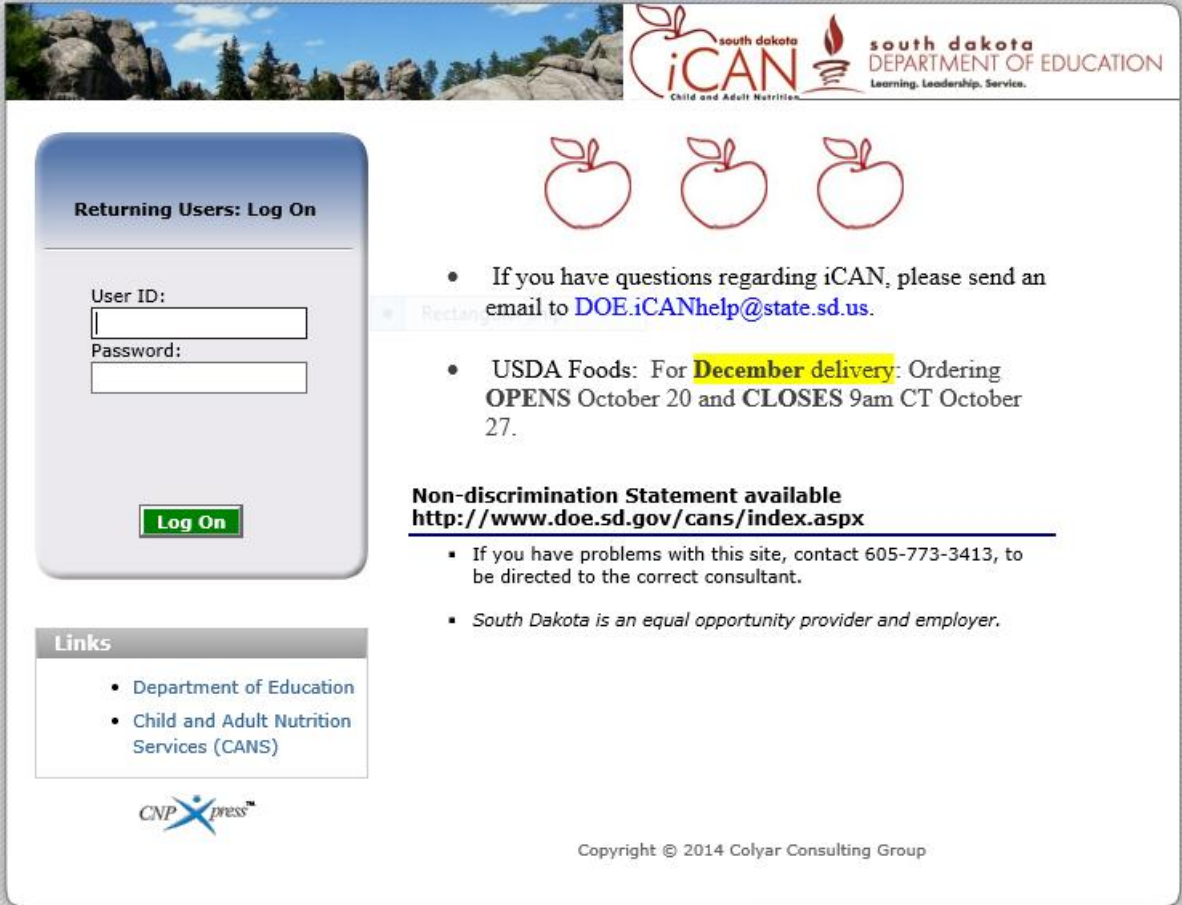


School Nutrition Programs

Website <https://ican.sd.gov/ican/splash.aspx>

UPDATED 1-15-15



Returning Users: Log On

User ID:

Password:

Log On

Links

- Department of Education
- Child and Adult Nutrition Services (CANS)

Non-discrimination Statement available
<http://www.doe.sd.gov/cans/index.aspx>

- If you have problems with this site, contact 605-773-3413, to be directed to the correct consultant.
- South Dakota is an equal opportunity provider and employer.

Copyright © 2014 Colyar Consulting Group

National School Lunch and School Breakfast Programs

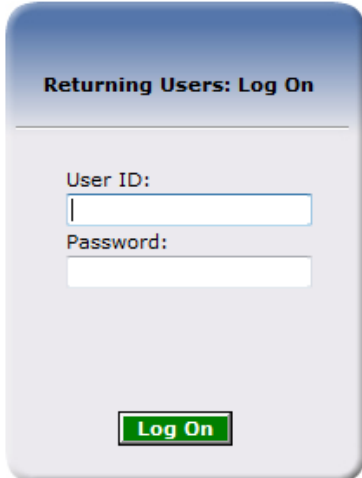
Updated: January 15, 2015

Table of Contents

Chapter 1 – Logging in to the System.....	5
Session Conflict Error	6
Chapter 2 – How to Navigate the iCAN System	7
An overview of the Application Process	8
Chapter 3 - Application Packet	9
Completing a Sponsor Application	9
Errors and Warnings.....	18
Submitting Forms and Documents to CANS.....	20
Checklist Summary	24
Site Application.....	29
Errors and Warnings.....	35
Chapter 4 – Incomplete or Returned Applications	39
Chapter 5 – Approved Applications	43
Chapter 6 – Adding a new Site	45
Chapter 7– Changing your Password	51

Chapter 1 – Logging in to the System

- 1) In the Log On box, enter your User ID.
- 2) Enter your Password.
- 3) Click *Log On*.



The image shows a login form titled "Returning Users: Log On". It has two input fields: "User ID:" and "Password:". Below the fields is a green button labeled "Log On".

- 4) Once you successfully log on, the *iCAN Programs* page is displayed. Click on the specific tile you wish to access. In this instance the *School Nutrition Programs*.

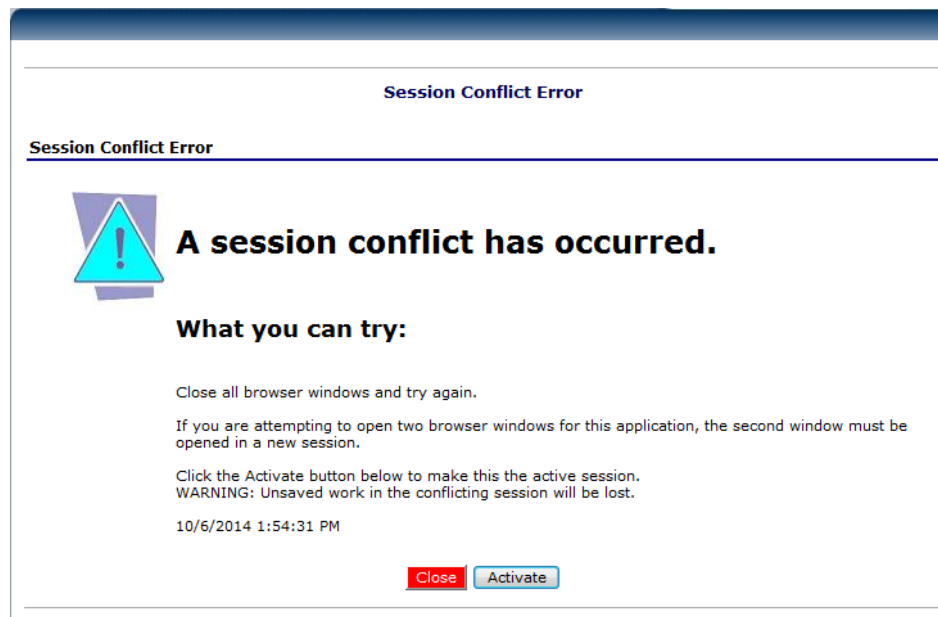


TIP: Actual access to specific program tiles is based on the user's security rights. You may not see all tiles displayed. If you have access to only one program you will not see this screen at all.

SESSION CONFLICT ERROR

Occasionally you may encounter a *Session Conflict Error* when logging into iCAN.

First try clicking the *Activate* button. In most instances this will take you directly to the iCAN Log On. If clicking *Activate* does not work, you will need to close out your other browsers (after saving your work!) and try to log on again. If the problem persists, please send an email to DOE.iCANHelp@state.sd.us or call 605-773-3413.



Chapter 2 –Navigating the iCAN System

Once you have logged in, the top portion of the *iCAN* page contains key elements that provide basic information about your location within the system.

The **Program Name** will identify which Program you are in.

The dark blue line contains the **Menu** Items. Selecting a menu item will take you to that menu page.

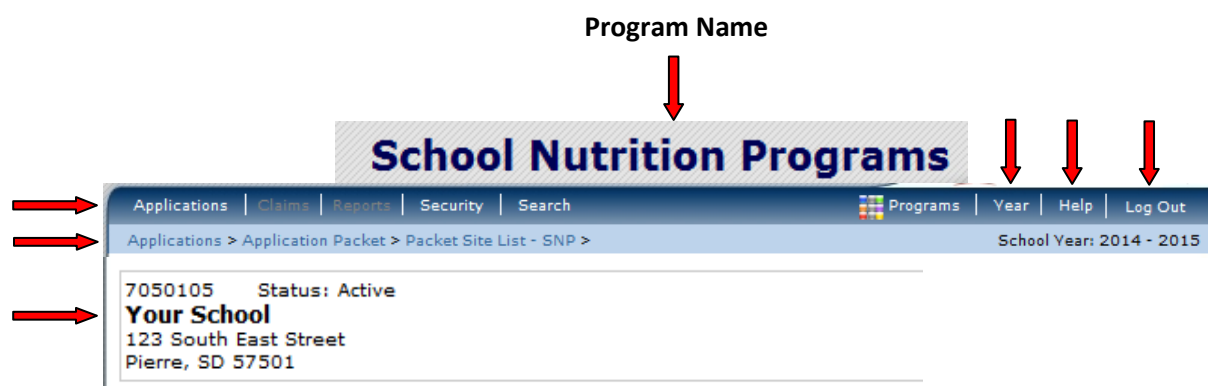
The light blue line is the **Breadcrumb Trail**. This identifies your location within the iCAN system. Selecting a specific portion of the trail will take you back to that particular screen.

Your School or Agency information will be shown in the **information box**.

Year will allow you to select prior Program Years to view information.

Help will take you to the online help screen where you can search for a specific question or obtain instructions for navigating the iCAN system.

Please make sure you **Log Out** to exit the *iCAN* system.

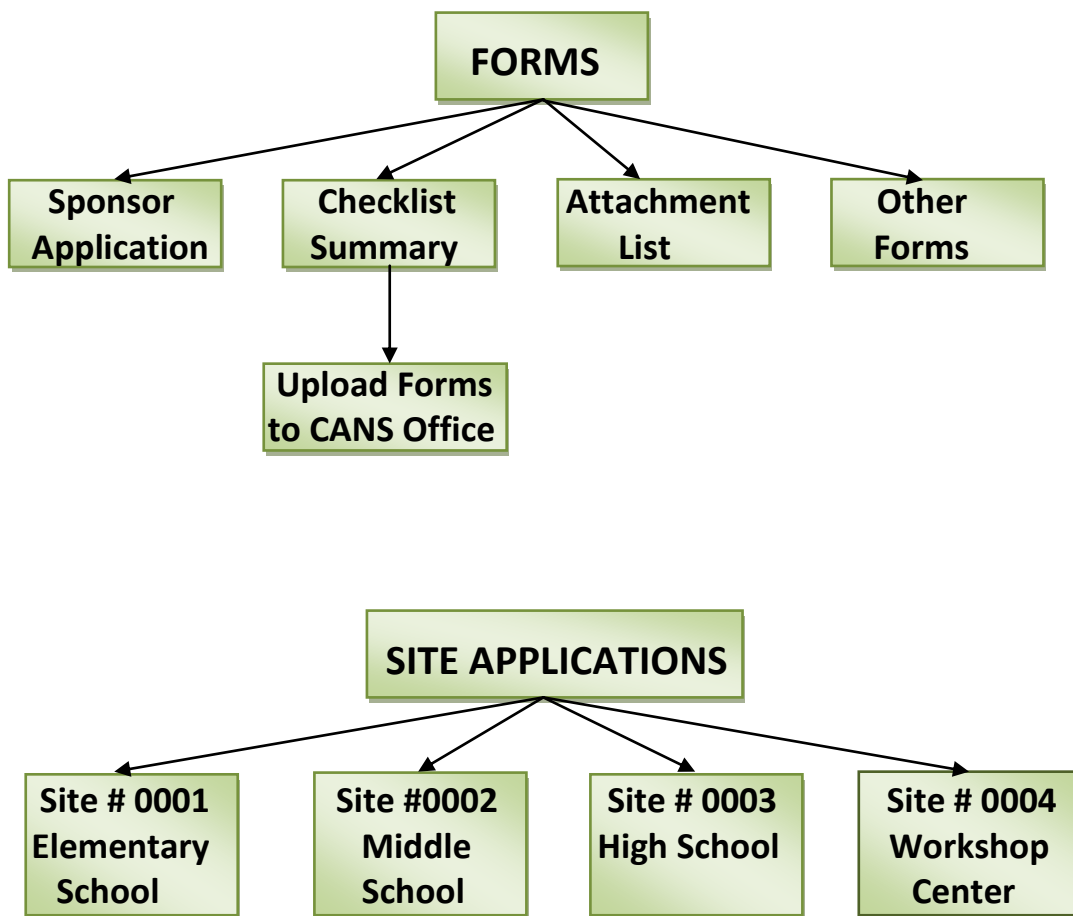


An Overview of the Application Process

The Application Packet consists of two main sections.

FORMS: This contains the Sponsor Application, a Checklist Summary and an Attachment List. Your list of forms will vary depending on your particular School/Agency.

SITE APPLICATIONS: There will be an individual application required for each of your sites.



Chapter 3 – Application Packet

Completing a Sponsor Application

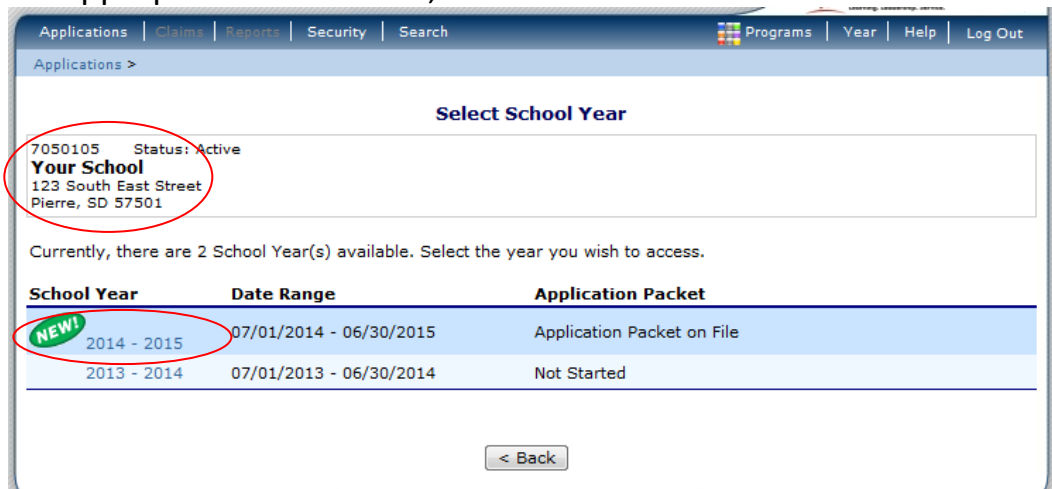
1) Select **Applications** in the Menu line.



2) Select **Application Packet**.



3) Your school or agency name should already be listed. Select the appropriate School Year; in this case **2014-2015**.



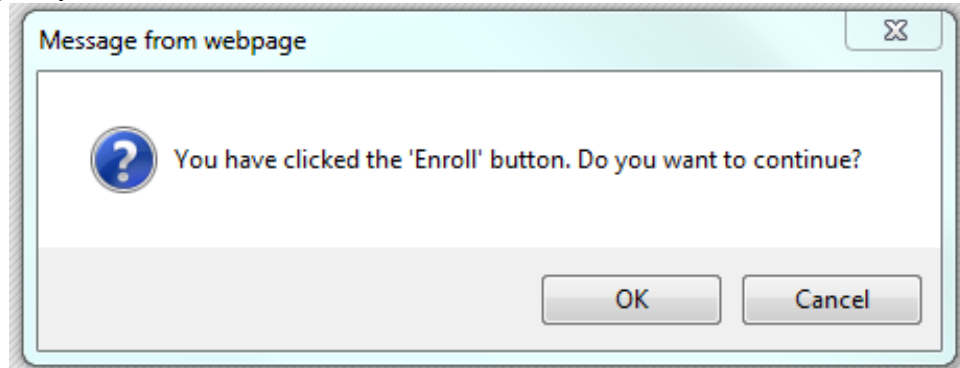
- 4) Select **Enroll** to begin a renewal application, or if you do not wish to complete an application at this time, select **Cancel**.

The Sponsor has not started in the current year (2015).

Click '**Enroll**' to enroll for this year based on your prior year's information.



- 5) If you selected **Enroll**, Click **OK** to continue.



TIP: For individuals that work with **multiple Agencies** (such as a Food Service Management Co.), you must first search for the Sponsor. Fill in the Sponsor's name and select **Search**.

A screenshot of the 'SNP Sponsor Search' form. It has a header with navigation links: Applications, Claims, Reports, Security, Search, Programs, Year, Help, Log Out. Below the header is a table with search criteria: Agreement Number, Sponsor Name (with 'Your School' entered), Vendor Number, FEIN, County, Sponsor Status (set to Active), Packet Status, Field Service Rep, Packet Assigned To, and Program Status. A 'Search' button is at the bottom. Below the form is a table titled 'Sponsors' with columns: Agreement Number, Sponsor Name, Application Packet Status, Submitted for Approval, Approval Date, and Packet Assigned To. The 'Found:' count is 1.

The Sponsor's Name will appear at the bottom of the screen. Select either the Agreement Number or the Sponsors name.

Sponsors						Found: 1
Agreement Number	Sponsor Name	Application Packet Status	Submitted for Approval	Approval Date	Packet Assigned To	
7050105	Your School	Not Submitted				

6) Select *Modify*

[Applications](#) | [Claims](#) | [Reports](#) | [Security](#) | [Search](#)

[Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

[Applications > Application Packet >](#)
School Year: 2014 - 2015

2014 - 2015 Application Packet

7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	➔ Sponsor Application	Original	Not Submitted
Details	➔ Checklist Summary (3)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	0	0	0	0	0	0
Seamless Summer Option	0	0	0	0	0	0	0

[< Back](#)
[Submit for Approval](#)
[Withdraw Packet](#)

[Show Packet History](#)

- 7) Complete all open boxes of the application.
Renewing agencies will have some of their prior year information roll forward. Review and update as necessary.

Question #2, Operational Dates, will automatically default to July 1 to June 30. Please update using your school or agency's actual dates of operation.

TIP: The Salutation drop-down box (Mr., Mrs., etc.) is a required field.

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > School Year: 2014 - 2015

VIEW | MODIFY | DELETE

2014 - 2015 SNP Sponsor Application

7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501

Version: Original

Sponsor Type

1. Type of Agency: Educational Institution

School Year Dates of Operation

2. Operational Dates: Start Date: 07/01/2014 End Date: 06/30/2015

Authorized Representative

3. Name: Salutation: Ms. First Name: Sally Last Name: Summer

4. Email Address: sally.summer@k12.sd.us

5. Phone: (605) 555-5555 Ext: Fax: (605) 555-5555

6. Cell/Alt Phone:

7. Title: Business Manager

8. New Contact?

Street Address

9. Address Line 1: 123 South East Street

Address Line 2:

10. City: Pierre

11. State: SD Zip: 57501

12. County: Hughes (32)

Mailing Address

☐ Same as the Street Address

13. Address Line 1: 123 South East Street

Address Line 2:

14. City: Pierre

15. State: SD Zip: 57501

16. County: Hughes (32)

Continue to complete all open boxes.

Food Service Director (FSD) / Manager			
<input type="checkbox"/> Same as the Authorized Representative			
17. Name:	Salutation Ms.	First Name Kelly	Last Name Spring
18. Email Address:	kelly.spring@k12.sd.us		
19. Phone:	(605) 555-5555	Ext:	Fax: (605) 555-5555
20. Cell/Alt Phone:			
21. Title:	Food Service Director		
22. New Contact?	<input type="checkbox"/>		
Claim Representative			
<input type="checkbox"/> Same as the Food Service Director (FSD) / Manager			
23. Name:	Salutation Ms.	First Name Kelly	Last Name Spring
24. Email Address:	kelly.spring@k12.sd.us		
25. Phone:	(605) 555-5555	Ext:	Fax: (605) 555-5555
26. Cell/Alt Phone:			
27. Title:	Food Service Director		
28. New Contact?	<input type="checkbox"/>		
Second Contact			
Alternate contact at this site, if needed			
<input type="checkbox"/> Same as the Food Service Director (FSD) / Manager			
29. Name:	Salutation	First Name	Last Name
30. Email Address:			
31. Phone:		Ext:	Fax:
32. Cell/Alt Phone:			
33. Title:			
34. New Contact?	<input type="checkbox"/>		

Continue to complete all open boxes

TIP: Question #37, *Verifying Official* was formally called the *Confirmation Official*.

Determining Official

35. This person processes applications and makes eligibility determinations.

Name/Title:

Name can not be the same as Verifying Official.

Hearing Official

36. This person shall ensure that all required provisions of the appeal process are followed as outlined on the Letter to Households of Approval/Denial of Benefits. The Hearing Official must be someone not involved in making the determination under appeal or any previous conference and hold a position at a higher administrative level than the reviewing and verifying official(s).

Name/Title:

*Hearing Official must be in a position higher than the Determining Official and Verifying Official.

Verifying Official

37. This person verifies the eligibility of applicant households in accordance with program regulations, and, if needed, completes the independent review of applications when required.

Name/Title:

Name can not be the same as Determining Official.

Meal Count and Collection Procedures

38. Have your meal count procedures and/or your billing and payment collection procedures at any of your sites been revised? ☐ Yes ☒ No

Food Distribution Program (Commodities)

Note: The renewal of NSLP will renew your FND Commodity Agreement. Therefore, you are eligible for distributions of food donated by USDA.

39. Do you wish to accept distributions of USDA donated food? ☒ Yes ☐ No

Eligibility Information

40. Does your organization use the Current State prototype household application? ☒ Yes ☐ No

41. Does your organization use a software system to read information from scanned applications? ☐ Yes ☒ No

If yes, what is the name of your scanned application system?

42. Does your organization use online applications? ☐ Yes ☒ No

If yes, what is the name of your online application system?

43. Are you using an electronic system for processing free and reduced applications? ☐ Yes ☒ No

If Yes, what is the name of your electronic system?

44. Will any of your sites be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program? ☐ Yes ☒ No

If your agency is an RCCI, complete questions 45 – 48.

Licensed Residential Child Care Institution (RCCI) only

45. Is the site licensed as an RCCI site for the care of children? ☐ Yes ☐ No

46. What is the student population type? ☐ Day only
☐ Residential only
☐ Residential and day students

47. What documentation is used to qualify residential students for free meals? ☐ Roster
☐ Other
If Other, please describe:

48. What documentation is used to qualify day students for free and reduced price meals? ☐ Free and Reduced Price Application
☐ Direct Certification
☐ Homeless Liaison
☐ Other
(Check all that apply.)
If Other, please describe:

If your school or agency contracts with a Food Service Management Company (FSMC), complete questions 49 – 53.

Food Service Management Company (FSMC)

49. Will the school nutrition program be managed by a Food Service Management Company (FSMC)? ☒ Yes ☐ No

Sponsor Contact for FSMC Contract

☐ Same as Authorized Representative

50. Name: Salutation First Name Last Name

51. Email Address:

52. Phone: Ext: Fax:

53. Title:

If you have a vended meal contract, complete questions # 54 – 57.
 If you have any other food service contract, complete questions #58.

Vended Meals	
54. Does your organization purchase meals from a School Food Authority (SFA)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If Yes, please list the School Food Authority (SFA) name(s): <input type="text"/>	
Do you have a contract? <input type="radio"/> Yes <input type="radio"/> No	
55. Does your organization purchase meals/snacks from a vendor other than a School Food Authority (SFA)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
List the vendor name(s): <input type="text"/>	
Do you have a contract? <input type="radio"/> Yes <input type="radio"/> No	
56. Does your organization claim reimbursement for meals provided to a School Food Authority (SFA)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you have a contract? <input type="radio"/> Yes <input type="radio"/> No	
57. Does your organization vend meals to a School Food Authority (SFA)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If Yes, please list the School Food Authority (SFA) name(s): <input type="text"/>	
58. Does your organization have any other contracts related to food service?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If Yes, please describe additional contracts. <input type="text"/>	

This section will automatically populate, if applicable, for your school or agency.

Specially Needy Lunch - Reimbursement Rate Determination				
Lunches claimed for School Year (2012 - 2013)				
Total Free Lunches	Total Reduced Price Lunches	Total Lunches	Free & Reduced %	Qualify for extra \$.02 reimbursement rate
			0.00 %	No

If there is any additional information you wish to provide, completed #59.

Comments from Sponsor	
59.	<input type="text"/>

Make sure to check this box, or you will receive an error.

Certification

☒ I hereby certify that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the State. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Created By: PamMcCown on: 9/3/2014 6:23:11 PM Modified By: PamMcCown on: 9/3/2014 6:23:37 PM

Save


Cancel

VIEW | **MODIFY** | DELETE

8) Click **Save**.

Errors and Warnings

Once saved, you may see that the application contains errors or warnings. You will need to **edit** your application before you are able to submit.

[Applications](#) | [Claims](#) | [Reports](#) | [Security](#) | [Search](#)  [Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

[Applications > Application Packet >](#) School Year: 2014 - 2015

2014 - 2015 SNP Sponsor Application

7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501

The Application has been saved with errors and warnings.

Information entered is either incomplete or is not in compliance with the Child and Adult Nutrition Services rules and regulations. All errors listed on the form must be corrected before the Application can be processed. You may correct the errors now by clicking '< Edit' or you may return to the Application later.

Make corrections and Click **Save** when you are finished

Examples of Errors and Warnings

2014 - 2015 SNP Sponsor Application

7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501

Code	Error Description
1109	Hearing Official Name/Title must be entered.
1001	The certification checkbox must be checked.

Code	Warning Description
1515	If the school nutrition program is managed by an FSMC, the Sponsor Contact for FSMC Contract is required.
1508	Active FSMC contract(s) found for current program year. Either change 'Will the school nutrition program be managed by a Food Service Management Company (FSMC)' to "Yes" or terminate/cancel any active FSMC contracts on the FSMC Contracts screen accessible from the Application Packet screen.

TIP: The red errors must be corrected before you can submit the application. The blue warnings are indications that you may need to review a particular answer.

- 9) If you receive the following message, your application has been saved without errors or warnings. Click *Finish*.

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > School Year: 2014 - 2015

2014 - 2015 SNP Sponsor Application

7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501

The Application has been saved.

< Edit Finish

- 10) You will be taken back to the Application Packet Menu. Notice the green check mark next to the Sponsor Application. This indicates that this section is now complete.

2014 - 2015 Application Packet

7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	FSMC Contract List		1 Contract
Details	➔ Meal Pattern Compliance Dashboard		Pending
Details	➔ Checklist Summary (7)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	3	0	0	0	0	3
Seamless Summer Option	0	0	0	0	0	0	0

< Back Submit for Approval Withdraw Packet

Show Packet History

TIP: You are now finished with the Sponsor Application portion of the Application Packet. You will still need to complete and/or upload documents and also complete the Site Application before you can submit your Application Packet.

Forms and Additional Documents

Once you have completed your Sponsor Application, you will be directed back to the Application Packet Menu. There will be a list of Forms that need to be completed or documents that you will need to attach.

TIP: The list will vary, depending on your particular school or agency.

2014 - 2015 Application Packet

7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	FSMC Contract List		1 Contract
Details	➔ Meal Pattern Compliance Dashboard		Pending
Details	➔ Checklist Summary (7)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	3	0	0	0	0	3
Seamless Summer Option	0	0	0	0	0	0	0

[< Back](#) [Submit for Approval](#) [Withdraw Packet](#)

[Show Packet History](#)

- 1) Click on the blue *Details* for the form you wish to complete.
In this example, we will complete a *Food Service Management Company Contract*.

2014 - 2015 Application Packet

7050105 Status: Active Your School 123 South East Street Pierre, SD 57501	Packet Submitted Date: Packet Approved Date: Packet Original Approval Date: Packet Status: Not Submitted
--	---

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	FSMC Contract List		1 Contract
Details	➔ Meal Pattern Compliance Dashboard		Pending
Details	➔ Checklist Summary (7)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	3	0	0	0	0	3
Seamless Summer Option	0	0	0	0	0	0	0

[< Back](#) [Submit for Approval](#) [Withdraw Packet](#)

[Show Packet History](#)

- 2) Click *Create New Contract*

Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet > FSMC Contract List > School Year: 2014 - 2015

Food Service Management Company Contracts

7050105 Status: Active Your School 123 South East Street Pierre, SD 57501	
--	--

Action	Company Name	Initial Year	Final Year	Status
No data to display.				

[< Back](#) [Create New Contract](#)

3) Complete all open fields and Click **SAVE**

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > FSMC Contract List > FSMC Contract Detail > School Year: 2014 - 2015

VIEW | MODIFY | DELETE | INTERNAL USE ONLY

Food Service Management Company Contract For School Year: 2014 - 2015

7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501



Contract Information









1. Company Name:

2. Initial Year: 2014-2015

Company Contact Information

Additional Contract Information

3. Contract Date
Begin Date: 
End Date: 

4. Number of Optional Renewal Years: 0
1st Renewal Date: Begin Date:  End Date: 
2nd Renewal Date: Begin Date:  End Date: 
3rd Renewal Date: Begin Date:  End Date: 
4th Renewal Date: Begin Date:  End Date: 

5. Final Year of Contract: 2015

6. Was the CANS FSMC prototype used? ☐ Yes ☒ No

7. Comments:

Early Termination Information

To terminate this Food Service Management Company contract mid-school year, please complete the following questions.

8. Early Termination? ☐ Yes ☒ No

9. Early Termination Date:

10. Early Termination Comments:

Cancellation of Renewal Years

11. ☐ This Food Service Management Company contract will not be renewed for the upcoming school year 2014-2015.

Internal Use Only

Status: Not Started

Approved Date:
Approved By:
Internal Comments:

Comments to Sponsor:

Save Cancel

VIEW | MODIFY | DELETE | INTERNAL USE ONLY

- 4) Notice the status next to the FSMC Contract List shows *1 Contract* entered. Proceed to the next Form on your list.

Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet > School Year: 2014 - 2015

2014 - 2015 Application Packet

7050105 Status: Active
Your School
 123 South East Street
 Pierre, SD 57501

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	FSMC Contract List		1 Contract
Details	➔ Meal Pattern Compliance Dashboard		Pending
Details	➔ Checklist Summary (7)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	3	0	0	0	0	3
Seamless Summer Option	0	0	0	0	0	0	0

< Back
Submit for Approval
Withdraw Packet

[Show Packet History](#)

TIP: The Meal Pattern Compliance Dashboard contains the **Annual Attestation** statement as well as the **Months Certified**. The **Months Certified** is for State use only.

Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet > Meal Pattern Dashboard > School Year: 2014 - 2015

Meal Pattern Compliance Dashboard For School Year: 2014 - 2015

1530300 Status: Active
SITTING BULL SCHOOL
 1 SCHOOL ST
 LITTLE EAGLE, SD 57639-0000

Submitted Date:
 Original Submitted Date:
 Approved Date:
 Validated Date:

Annual Attestation (2014 - 2015)

Action	Document Preparer Contact	Lunch Served	Breakfast Served	Sponsor Attestation	Date Last Updated	Status
View Modify	➔	Yes	Yes			Pending

Months Certified (2014 - 2015)

Action	Jul 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	Jun 2015

< Back

CHECKLIST SUMMARY

1) Click on **Details**

[Applications](#) | [Claims](#) | [Reports](#) | [Security](#) | [Search](#)

[Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

[Applications > Application Packet >](#)
School Year: 2014 - 2015

2014 - 2015 Application Packet

7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	FSMC Contract List		1 Contract
Details	➔ Meal Pattern Compliance Dashboard		Pending
Details	➔ Checklist Summary (7)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	3	0	0	0	0	3
Seamless Summer Option	0	0	0	0	0	0	0

[< Back](#)
[Submit for Approval](#)
[Withdraw Packet](#)

[Show Packet History](#)

2) Click on your school or agency name.

Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet > Checklist Summary > School Year: 2014 - 2015

SNP Checklist Summary

7050105 Status: Active
Your School
 123 South East Street
 Pierre, SD 57501

Sponsor	Total Items	Submitted Items	Approved Items
Your School	7	0	0

School Nutrition Programs Sites	Total Items	Submitted Items	Approved Items
Elementary	0	0	0
High School	0	0	0
Middle School	0	0	0










[< Back](#)

- 3) Click on the “paperclip” for the document you wish to upload. For this example, we are using *Milk & Meal Counts & Collection*.

TIPS: -Your list of Required Forms/Documents will vary depending on your particular school or agency.

-In iCAN, if the words are printed in blue you can click them to go further in the system or to obtain additional information.

For example, if you click *Milk & Meal Counts & Collections* it will open an instruction page for items to include in your attachment.

Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/ CANS	Status	Status Date	Last Updated By
Annual Financial Statements		<input type="text"/>	<input type="checkbox"/>	Pending Approval	12/16/2014	PamMcCown
Audit Requirements		<input type="text"/>	<input type="checkbox"/>	Pending Approval	12/16/2014	PamMcCown
Milk & Meal Counts & Collection		<input type="text"/>	<input type="checkbox"/>	Pending Approval	12/16/2014	PamMcCown
Notification Letters		<input type="text"/>	<input type="checkbox"/>	Pending Approval	12/16/2014	PamMcCown
FSMC Contract		<input type="text"/>	<input type="checkbox"/>	Pending Approval	12/16/2014	PamMcCown
Monitoring		<input type="text"/>	<input type="checkbox"/>	Pending Approval	12/16/2014	PamMcCown
Paid Lunch Equity (PLE) Worksheet		<input type="text"/>	<input type="checkbox"/>	Pending Approval	12/16/2014	PamMcCown
Parent Packets		<input type="text"/>	<input type="checkbox"/>	Pending Approval	12/16/2014	PamMcCown
Production Records (upload all different PR's in use Breakfast, Lunch, Snack)		<input type="text"/>	<input type="checkbox"/>	Pending Approval	12/16/2014	PamMcCown
Reserved for Future Use	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	12/16/2014	PamMcCown

- 4) Select **Browse** so you can select the appropriate document from your computer. Upload your file and **Save**.

Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet >

VIEW | **MODIFY** | DELETE

Checklist File Upload Detail

Checklist

Program: School Nutrition Programs
Checklist Item: Method for Meal and Milk Count

Upload Detail

1. File To Upload: **Browse...**

2. Comment:

Save **Cancel**

VIEW | **MODIFY** | DELETE

- 5) If your file was successfully uploaded, you will see this message.
Click **Finish**.

Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet >

Checklist File Upload Detail

The Checklist File Upload Detail has been processed.

< Edit **Finish**

You will be taken back to the SNP Checklist screen and you will see that the attachment *Milk & Meal Counts & Collections* was submitted.

Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/CANS	Status	Status Date	Last Updated By
Annual Financial Statements		<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	12/16/2014 PamMcCown
Audit Requirements		<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	12/16/2014 PamMcCown
Milk & Meal Counts & Collection		<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	12/16/2014 PamMcCown
Notification Letters		<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	12/16/2014 PamMcCown
FSMC Contract		<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	12/16/2014 PamMcCown
Monitoring		<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	12/16/2014 PamMcCown
Paid Lunch Equity (PLE) Worksheet		<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	12/16/2014 PamMcCown
Parent Packets		<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	12/16/2014 PamMcCown
Production Records (upload all different PR's in use Breakfast, Lunch, Snack)		<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	12/16/2014 PamMcCown
Reserved for Future Use	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	12/16/2014 PamMcCown	

Action	Checklist Item	Comment	Attachment Date/Time
View Modify	Milk & Meal Counts & Collection		12/16/2014 11:31:17 AM

- 6) Proceed to the next form/document on your checklist.
- 7) When all forms/documents have been uploaded, make sure to check the box for each item. Once you check the *Document Submitted to CANS* box, the current date will automatically fill in the *Date Submitted to CANS*.

Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/CANS	Status	Status Date	Last Updated By
Method for Meal and Milk Count		<input checked="" type="checkbox"/>	09/20/2014	<input type="checkbox"/>	Pending Approval	09/03/2014 PamMcCown

- 8) Once all boxes have been checked, Click Save at the bottom of the page.

Action	Checklist Item	Comment	Attachment Date/Time
View Modify	Milk & Meal Counts & Collection		12/16/2014 11:33:12 AM

9) You will then see that your checklist has been saved. Click **Finish**

The screenshot shows the 'SNP Checklist' page. At the top, there is a navigation bar with links: Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out. Below this is a breadcrumb trail: Applications > Application Packet > Checklist Summary >. The school year is indicated as 2014 - 2015. The main content area displays the school information: 7050105 Status: Active, Your School, 123 South East Street, Pierre, SD 57501. A red-bordered box contains the message 'The Checklist has been saved.' At the bottom, there are two buttons: '< Edit' and 'Finish', with the 'Finish' button circled in red.

10) To return to your Application Packet, Click the **Back** button.

The screenshot shows the 'SNP Checklist Summary' page. It has the same navigation bar and breadcrumb trail as the previous page. The school information is repeated: 7050105 Status: Active, Your School, 123 South East Street, Pierre, SD 57501. Below this is a table with the following data:

Sponsor	Total Items	Submitted Items	Approved Items
Your School	4	4	0

At the bottom of the page, there is a button labeled '< Back', which is circled in red.

SITE APPLICATIONS

Next you will need to complete the Site Applications.

1) Click on the blue *School Nutrition Program*

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > School Year: 2014 - 2015

2014 - 2015 Application Packet

7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	FSMC Contract List		1 Contract
Details	➔ Meal Pattern Compliance Dashboard		Pending
Details	➔ Checklist Summary (7)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	3	0	0	0	0	3
Seamless Summer Option	0	0	0	0	0	0	0

< Back Submit for Approval Withdraw Packet

Show Packet History

Renewing schools or agencies, the Participating Program(s) information will roll forward from the prior school year. Please review and *Modify Program Selection* as necessary. Complete any additional open boxes.

Program Information

Participating Program(s)

[Modify Program Selection](#)

☒ A. National School Lunch Program (NSLP) CFDA #10.555
☒ B. School Breakfast Program (SBP) CFDA #10.553
☐ C. Afterschool Snacks (AS) CFDA #10.555
☐ D. Special Milk Program (SMP) CFDA #10.556

Site Contact

1. Name: Salutation First Name Last Name
2. Email Address:
3. Phone: Ext: Fax:
4. Cell/Alt Phone:
5. Title:

Street Address

6. Address Line 1: 716 E DAKOTA
Address Line 2:
7. City: PIERRE
8. State: SD Zip: 57501
9. County: Hughes (32)

New schools or agencies, you will need to check the boxes next to each program you wish to participate in.

Click *Save and Continue*

Version: Original

Program Information

Modify Program Selection

Participating Program(s)
Select all that apply:

☒ A. National School Lunch Program (NSLP) CFDA #10.555

☒ B. School Breakfast Program (SBP) CFDA #10.553

☒ C. Afterschool Snacks (AS) CFDA #10.555

☐ D. Special Milk Program (SMP) CFDA #10.556

< Back

Save and Continue

VIEW | MODIFY

1) Continue to complete the SNP Site Application.

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SNP > School Year: 2014 - 2015

VIEW | MODIFY | DELETE

2014 - 2015 SNP Site Application

7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501

0001 Status: Active
ELEMENTARY
No address on file for this year

Version: Original

Program Information

Modify Program Selection

Participating Program(s)

☒ A. National School Lunch Program (NSLP) CFDA #10.555

☒ B. School Breakfast Program (SBP) CFDA #10.553

☒ C. Afterschool Snacks (AS) CFDA #10.555

☐ D. Special Milk Program (SMP) CFDA #10.556

Site Contact

1. Name: Salutation First Name Last Name

2. Email Address:

3. Phone: Ext: Fax:

4. Cell/Alt Phone:

5. Title:

Street Address

6. Address Line 1:

Address Line 2:

7. City:

8. State: SD Zip:

9. County:

10. Special directions (if needed) to locate the site.

If applicable for your School/Agency, question # 13, *Severe Need Breakfast Reimbursement Rate Determination* will need to be completed using your claim data from SY 12-13.

Participation Information

11. Site Type: Traditional Public School

12. Is this a new site with a majority of the students transferred from severe need schools? ☐ Yes ☐ No
 If yes, enter the number of lunches for the first 3 months of operation in question 13.

13. Lunches claimed for School Year (2012 - 2013) - Severe Need Breakfast Reimbursement Rate Determination

Total Free Lunches	Total Reduced Price Lunches	Total Paid Lunches	Total Lunches	Free & Reduced %	Qualify for Severe Need Breakfast Reimb. Rate
0	0	0	0	%	No

14. Select Grades at this site: (Check all that apply)

Early Education: ☐

1st grade: ☐

5th grade: ☐

9th grade: ☐

Head Start: ☐

2nd grade: ☐

6th grade: ☐

10th grade: ☐

Pre-Kindergarten: ☐

3rd grade: ☐

7th grade: ☐

11th grade: ☐

Kindergarten: ☐

4th grade: ☐

8th grade: ☐

12th grade: ☐

Other: ☐

15. Kitchen Type:
 If Combination, identify which types:

Pricing Information

16. **PRICING:** Insert prices charged for each program in which this site will participate (e.g. if the full price for lunch is \$2.00, insert 2.00 under NSLP and in the column next to Paid).

NON-PRICING: Select if students will not be charged for meals.

REDUCED CHARGE WAIVED: Only paid students and adults are charged for meals.

NOTE: The maximum charge for reduced-price meals is \$0.40 for lunch, \$0.30 for breakfast, and \$0.15 cents for snacks. Do not enter dollar signs in the meal pricing fields.

Meal Type	Pricing Information	Paid Price	Reduced Price	Adult Price
National School Lunch Program (NSLP)	 	 	 	
School Breakfast Program (SBP)	 	 	 	
Afterschool Snack (AS)	 	 	 	

Continue to complete the SNP Site Application

Section A - NATIONAL SCHOOL LUNCH PROGRAM (NSLP)

A1. A. Months of Operation: (Check all that apply)

All: ☐ Jul: ☐ Aug: ☐ Sep: ☐ Oct: ☐ Nov: ☐ Dec: ☐
Jan: ☐ Feb: ☐ Mar: ☐ Apr: ☐ May: ☐ Jun: ☐

B. Days of the week meals served and claimed for reimbursement: (Check all that apply)

Mon-Fri: ☐ Mon: ☐ Tue: ☐ Wed: ☐ Thu: ☐ Fri: ☐ Sat: ☐ Sun: ☐

A2. Meal Service Times Begin Time: :00 End Time: :00

Additional Meal Service Times

A3. Will Offer versus Serve (OVS) be implemented for Lunch? ☐ Yes ☐ No

A4. What grades are utilizing Offer vs. Server (OVS) for Lunch?

All: ☐ Early Education: ☐ 1st grade: ☐ 5th grade: ☐ 9th grade: ☐
Head Start: ☐ 2nd grade: ☐ 6th grade: ☐ 10th grade: ☐
Pre-Kindergarten: ☐ 3rd grade: ☐ 7th grade: ☐ 11th grade: ☐
Kindergarten: ☐ 4th grade: ☐ 8th grade: ☐ 12th grade: ☐
Other: ☐

A5. How many Points of Service?

A6. Are alternate points of service used? ☐ Yes ☐ No

Describe your alternate points of service, if used:

Section B - SCHOOL BREAKFAST PROGRAM (SBP)

B1. A. Months of Operation: (Check all that apply)

All: ☐ Jul: ☐ Aug: ☐ Sep: ☐ Oct: ☐ Nov: ☐ Dec: ☐
Jan: ☐ Feb: ☐ Mar: ☐ Apr: ☐ May: ☐ Jun: ☐

B. Days of the week meals served and claimed for reimbursement: (Check all that apply)

Mon-Fri: ☐ Mon: ☐ Tue: ☐ Wed: ☐ Thu: ☐ Fri: ☐ Sat: ☐ Sun: ☐

B2. Meal Service Times Begin Time: :00 End Time: :00

Additional Meal Service Times

B3. Will Offer versus Serve (OVS) be implemented for Breakfast? ☐ Yes ☐ No

B4. What grades are utilizing Offer vs. Server (OVS) for Breakfast?

Continue to complete the SNP Site Application

All:	<input type="checkbox"/>	Early Education:	<input type="checkbox"/>	1st grade:	<input type="checkbox"/>	5th grade:	<input type="checkbox"/>	9th grade:	<input type="checkbox"/>
Head Start:	<input type="checkbox"/>	2nd grade:	<input type="checkbox"/>	6th grade:	<input type="checkbox"/>	10th grade:	<input type="checkbox"/>		
Pre-Kindergarten:	<input type="checkbox"/>	3rd grade:	<input type="checkbox"/>	7th grade:	<input type="checkbox"/>	11th grade:	<input type="checkbox"/>		
Kindergarten:	<input type="checkbox"/>	4th grade:	<input type="checkbox"/>	8th grade:	<input type="checkbox"/>	12th grade:	<input type="checkbox"/>		
Other:	<input type="checkbox"/>								

B5. How many Points of Service?

B6. Are alternate points of service used? ☐ Yes ☐ No

Describe your alternate points of service, if used:

Section C - AFTERSCHOOL SNACKS (AS)

C1. A. Months of Operation: (Check all that apply)

All:	<input type="checkbox"/>	Jul:	<input type="checkbox"/>	Aug:	<input type="checkbox"/>	Sep:	<input type="checkbox"/>	Oct:	<input type="checkbox"/>	Nov:	<input type="checkbox"/>	Dec:	<input type="checkbox"/>
Jan:	<input type="checkbox"/>	Feb:	<input type="checkbox"/>	Mar:	<input type="checkbox"/>	Apr:	<input type="checkbox"/>	May:	<input type="checkbox"/>	Jun:	<input type="checkbox"/>		

B. Days of the week snacks served and claimed for reimbursement: (Check all that apply)

Mon-Fri:	<input type="checkbox"/>	Mon:	<input type="checkbox"/>	Tue:	<input type="checkbox"/>	Wed:	<input type="checkbox"/>	Thu:	<input type="checkbox"/>	Fri:	<input type="checkbox"/>	Sat:	<input type="checkbox"/>	Sun:	<input type="checkbox"/>
----------	--------------------------	------	--------------------------	------	--------------------------	------	--------------------------	------	--------------------------	------	--------------------------	------	--------------------------	------	--------------------------

C2. Snack Service Times Begin Time: :00 End Time: :00

Alternate Service Times

C3. What time does the normal school day end? :00

C4. Describe the Snack Count Method:

C5. Describe educational or enrichment activities.

C6. Is the site licensed? ☐ Yes ☐ No

C7. Free and Reduced Enrollment Percentage: 0.00 %

Site is:

- ☐ Attendance Area Eligible - Eligible based on this site (claim all snacks free).
- ☐ Attendance Area Eligible - Eligible based on another site (claim all snacks free).
- ☐ Non-Area Eligible (claim all snacks free, reduced and full price).

Select the qualifying site for the Afterschool Snack Program:

Other:

AFTERSCHOOL SNACKS (AS) Contact

☐ Same as the Site Contact

	Salutation	First Name	Last Name
C8. Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
C9. Email Address:	<input type="text"/>		
C10. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
C11. Title:	<input type="text"/>		

Certification

☒ I hereby certify that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the South Dakota Department of Education any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The South Dakota Department of Education may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the South Dakota Department of Education. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Created By: pmccown on: 9/20/2014 1:06:22 PM Modified By: pmccown on: 9/20/2014 1:06:22 PM

VIEW | MODIFY | DELETE

TIP: Make sure to check the Certification box or you will receive an error.

2) Click **Save** when finished.

Errors and Warnings

Once saved, you may see that the Site Application contains errors or warnings. You will need to **Edit** your Site Application before you are able to submit.

The screenshot shows the '2014 - 2015 SNP Site Application' form. At the top, there are navigation tabs: Applications, Claims, Reports, Security, Search, Programs, Year, Help, and Log Out. Below the tabs, the breadcrumb trail reads 'Applications > Application Packet > Packet Site List - SNP >'. The school year is '2014 - 2015'. The form displays two school entries: 'Your School' (7050105) and 'ELEMENTARY' (0001). Below the entries, a message states: 'The Site Application has been saved with errors.' This is followed by a paragraph explaining that the information is either incomplete or not in compliance with the Child and Adult Nutrition Services rules and regulations, and that all errors must be corrected before the application can be processed. At the bottom, there are two buttons: '< Edit' (circled in red) and 'Finish'.

Examples of Errors

Code	Error Description
3060	Pricing information is required for each Participating Program selected.
3001	The certification checkbox must be checked.
3110	A2 - Meal Service Begin Time must be prior to End Time.
3222	B4 - Offer vs. Serve was answered yes. You must answer the 'which grade(s)' question.
3322	C5 - If the program AS is selected, the Educational or Enrichment component must be entered.

TIP: The red errors must be corrected before you can submit your application. The blue warnings are indications that you may need to review a particular answer. Make corrections and Click **Save** when you are finished.

If you receive the following message, your Site Application has been saved without errors or warnings. Click **Finish**.

The screenshot shows the '2014 - 2015 SNP Site Application' form. At the top, there are navigation tabs: Applications, Claims, Reports, Security, Search, Programs, Year, Help, and Log Out. Below the tabs, the breadcrumb trail reads 'Applications > Application Packet > Packet Site List - SNP >'. The school year is '2014 - 2015'. The form displays two school entries: 'Your School' (7050105) and 'ELEMENTARY' (0001). Below the entries, a message states: 'The Site Application has been saved.' At the bottom, there are two buttons: '< Edit' and 'Finish' (circled in red).

If you have multiple sites, you will need to complete a Site Application for each location. Follow the steps on pages 29 – 33 for each of your sites.


Once all your sites have been saved successfully, you will see a green check mark next to each. Click the *Back* button to return to the Application Packet.

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SNP > School Year: 2014 - 2015

2014 - 2015 Application Packet - SNP Site List

7050105 Status: Active
Your School
 123 South East Street
 Pierre, SD 57501

Action	Site ID / Site Name	NSLP	SBP	AS	SMP	FFVP	Version/ Status	% Enroll Free/Redc Oct 2013
Totals		1	1	1	0	0		
View Modify 	0001 Elementary	X	X	X			Original / Not Submitted	0.0000

Add Site Application

Total Sites Enrolled: 1

[< Back](#)


TIP: You are also able to *View* or *Modify* your sites by choosing the applicable action.

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SNP > School Year: 2014 - 2015

2014 - 2015 Application Packet - SNP Site List

7050105 Status: Active
Your School
 123 South East Street
 Pierre, SD 57501

Action	Site ID / Site Name	NSLP	SBP	AS	SMP	FFVP	Version/ Status	% Enroll Free/Redc Oct 2013
Totals		1	1	1	0	0		
View Modify 	0001 Elementary	X	X	X			Original / Not Submitted	0.0000

Add Site Application

Total Sites Enrolled: 1

[< Back](#)

Your application is now complete! Click the **Submit for Approval** button.

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > School Year: 2014 - 2015

2014 - 2015 Application Packet

7050105 Status: Active
Your School
 123 South East Street
 Pierre, SD 57501

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	✓ FSMC Contract List		1 Contract
Details	✓ Checklist Summary (4)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	1	0	0	0	0	1
Seamless Summer Option	0	0	0	0	0	0	0

< Back **Submit for Approval** Withdraw Packet

[Show Packet History](#)

A “pop-up” will appear asking you to verify that you wish to submit your application.

- If you are sure you are ready to submit your application, click **OK**. Once you click **OK** you will be unable to make changes to your application.
- If you do not wish to submit your application at this time, click **Cancel**. Your application will be saved and you can submit it at another time.

Details FSMC Contract List 1 Contract

Details ✓ Checklist Summary (4)

Site Applications

School Nutrition Program 1

Seamless Summer Option 0

Show Packet History

Message from webpage

? You have clicked the 'Submit for Approval' button. Do you want to continue?

OK Cancel

Once your application has been submitted, you will be unable to make changes. You will also note that the Packet Status now shows *Submitted for Approval*. If you submitted in error, please contact the CANS office for instructions.

[Applications](#) | [Claims](#) | [Reports](#) | [Security](#) | [Search](#)

[Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

[Applications > Application Packet >](#)
School Year: 2014 - 2015

2014 - 2015 Application Packet

7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501

Packet Submitted Date: 09/20/2014
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Submitted for Approval

The Application Packet is currently under review by the State and is unavailable for changes.

Action	Form Name	Latest Version	Status
View	✓ Sponsor Application	Original	Submitted
Details	FSMC Contract List		1 Contract
Details	✓ Checklist Summary (4)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	1	0	0	0	0	1
Seamless Summer Option	0	0	0	0	0	0	0

[< Back](#)
[Submit for Approval](#)
[Withdraw Packet](#)

[Show Packet History](#)

Chapter 4 –Incomplete or Returned Applications

Upon reviewing your submitted application, the CANS office may have additional questions or require that you submit additional documents. In this event, you will receive an email notification from South Dakota Help Desk doe.icanhelp@state.sd.us advising you that your application has been returned to you for correction.

NOTIFICATION EMAIL FOR SNP APPLICATION PACKET

South Dakota Unified Nutrition Programs System
South Dakota Department of Education
Child and Adult Nutrition Services

Thank you for submitting your Application Packet for the School Nutrition Programs. Your application packet has been RETURNED FOR CORRECTIONS.

TIP: The person listed as the Authorized Representative for your school or agency will receive the automated email notifications. If someone other than the Authorized Representative is completing this application, please make arrangements to have these emails forwarded to the appropriate person.

1) Once you receive this email notification, log into iCAN and select your Application Packet. Notes regarding the corrections required can be found:

A) At the top section of the Sponsor Application page.



The screenshot shows the iCAN web interface. At the top, there are navigation tabs: Applications, Claims, Reports, Security, Search, Programs, Year, Help, and Log Out. Below the tabs, the breadcrumb trail reads 'Applications > Application Packet >'. The page title is '2014 - 2015 SNP Sponsor Application'. The status is 'Active'. The school information is 'Your School', '123 South East Street', 'Pierre, SD 57501'. A warning message is displayed with the code '1508' and the description: 'Active FSMC contract(s) found for current program year. Either change 'Will the school nutrition program be managed by a Food Service Management Company (FSMC)' to 'Yes' or terminate/cancel any active FSMC contracts on the FSMC Contracts screen accessible from the Application Packet screen.' Below the warning, there is a 'Comments to Sponsor' section with a red arrow pointing to the comment: 'Please submit a copy of your Food Service Management Contract and resubmit your Application Packet.' The version is noted as 'Original'.

Code	Warning Description
1508	Active FSMC contract(s) found for current program year. Either change 'Will the school nutrition program be managed by a Food Service Management Company (FSMC)' to 'Yes' or terminate/cancel any active FSMC contracts on the FSMC Contracts screen accessible from the Application Packet screen.

Comments to Sponsor

Please submit a copy of your Food Service Management Contract and resubmit your Application Packet.

Version: Original

B) Contained in the Application Packet

If there are notes in the Application Packet, you will see a number next to the *Application Packet Notes for Sponsor*.

Click **View** to read the notes.

Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet > School Year: 2014 - 2015

2014 - 2015 Application Packet

7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501

Packet Submitted Date: 11/17/2014
Packet Approved Date:
Packet Original Approval Date:
Packet Status:

Packet Assigned To: Pam McCown

Action	Form Name	Latest Version	Status
View Revise	✓ Sponsor Application	Original	Approved
Details	FSMC Contract List		1 Contract
Details	Meal Pattern Compliance Dashboard		Pending
Details	➔ Checklist Summary (10)		
Details	Application Packet Notes (1)		
View	Application Packet Notes for Sponsor (1)		
Details	Attachment List		

2) Make the applicable corrections and click **SAVE**.

3) Resubmit your application by clicking the red **Submit for Approval** button.

Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet > School Year: 2014 - 2015

2014 - 2015 Application Packet

7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	FSMC Contract List		1 Contract
Details	✓ Checklist Summary (4)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	1	0	0	0	0	1
Seamless Summer Option	0	0	0	0	0	0	0

Show Packet History

You will see that the Packet Status now shows that it was Submitted for Approval. At this point you will be unable to make additional changes to your application.

Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Application Packet > School Year: 2014 - 2015

2014 - 2015 Application Packet

7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501

Packet Submitted Date: 09/20/2014
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Submitted for Approval

The Application Packet is currently under review by the State and is unavailable for changes.

Chapter 5 – Approved Applications

Once your application has been approved by the State you will see your Application Packet Status shows Approved. You will also receive an email notification advising you of this as well.

Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Application Packet >

School Year: 2014 - 2015

2014 - 2015 Application Packet

7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501

Packet Submitted Date: 09/20/2014
Packet Approved Date: 09/20/2014
Packet Original Approval Date: 09/20/2014
Packet Status: Approved

Action	Form Name	Latest Version	Status
View Revise	✓ Sponsor Application	Original	Approved
Details	FSMC Contract List		1 Contract
Details	✓ Checklist Summary (4)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	1	0	0	0	0	0	1
Seamless Summer Option	0	0	0	0	0	0	0

< Back

Submit for Approval

Show Packet History

Chapter 6 –Adding a New Site

- 1) You will first need to contact the CANS office to have the site location added to your Application Packet.
- 2) Once your site location has been added, you will need to complete the Site Application.
- 3) Select *Applications* in the menu line



- 4) Select *Application Packet*

The screenshot shows the 'Applications' page. The navigation bar is the same as the previous image. Below the navigation bar, there is a sub-header 'Applications >' and 'School Year: 2014 - 2015'. A table lists various application items, with 'Application Packet' circled in red.

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Food Safety Inspections	Number of Food Safety Inspections by Site
Site Enrollment	Site Enrollment and Eligibility by Site
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Download Forms	Forms Available for Downloading

5) Select **School Nutrition Program** under the Site Applications

Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet > School Year: 2014 - 2015

2014 - 2015 Application Packet

7050105 Status: Active

Your School

123 South East Street

Pierre, SD 57501

Packet Submitted Date:

Packet Approved Date:

Packet Original Approval Date:

Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	➔ Checklist Summary (3)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	0	0	0	0	0	0
Seamless Summer Option	0	0	0	0	0	0	0

[Show Packet History](#)

6) Select **Modify** for the applicable site. In this example, site 0001 Elementary.

Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SNP > School Year: 2014 - 2015

2014 - 2015 Application Packet - SNP Site List

7050105 Status: Active

Your Agency

No address on file for this year

Action	Site ID / Site Name	NSLP	SBP	AS	SMP	FFVP	Version/ Status	% Enroll Free/Redc Oct 2013
	Totals	3	3	3	3	0		
View Modify ➔	0001 Elementary	X	X	X	X		Original / Pending Validation	0.0000
View Modify ➔	0002 High School	X	X	X	X		Original / Pending Validation	0.0000
View Modify ➔	0003 Middle School	X	X	X	X		Original / Pending Validation	0.0000

[Add Site Application](#)

Total Sites Enrolled: 3

7) Complete the SNP Site Application

Applications

Claims

Reports

Security

Search

Programs

Year

Help

Log Out

Applications > Application Packet > Packet Site List - SNP >

School Year: 2014 - 2015

VIEW

MODIFY

DELETE

2014 - 2015 SNP Site Application

7050105 Status: Active

Your School

123 South East Street

Pierre, SD 57501

0001 Status: Active

ELEMENTARY

No address on file for this year

Version: Original

Program Information

Participating Program(s)

☒ A. National School Lunch Program (NSLP) CFDA #10.555
☒ B. School Breakfast Program (SBP) CFDA #10.553
☒ C. Afterschool Snacks (AS) CFDA #10.555
☐ D. Special Milk Program (SMP) CFDA #10.556

Modify Program Selection

Site Contact

1. Name:

Salutation

First Name

Last Name

2. Email Address:

3. Phone:

Ext:

Fax:

4. Cell/Alt Phone:

5. Title:

Street Address

6. Address Line 1:

Address Line 2:

7. City:

8. State:

SD

Zip:

9. County:

10. Special directions (if needed) to locate the site.

Participation Information

11. Site Type:

Traditional Public School

12. Is this a new site with a majority of the students transferred from severe need schools?

Yes

No

If yes, enter the number of lunches for the first 3 months of operation in question 13.

13. Lunches claimed for School Year (2012 - 2013) - Severe Need Breakfast Reimbursement Rate Determination

Total Free Lunches	Total Reduced Price Lunches	Total Paid Lunches	Total Lunches	Free & Reduced %	Qualify for Severe Need Breakfast Reimb. Rate
0	0	0	0	%	No

14. Select Grades at this site: (Check all that apply)

Early Education:

1st grade:

5th grade:

9th grade:

Head Start:

2nd grade:

6th grade:

10th grade:

Pre-Kindergarten:

3rd grade:

7th grade:

11th grade:

Kindergarten:

4th grade:

8th grade:

12th grade:

Other:

15. Kitchen Type:

If Combination, identify which types:

Pricing Information

16. PRICING: Insert prices charged for each program in which this site will participate (e.g. if the full price for lunch is \$2.00, insert 2.00 under NSLP and in the column next to Paid).

NON-PRICING: Select if students will not be charged for meals.

REDUCED CHARGE WAIVED: Only paid students and adults are charged for meals.

NOTE: The maximum charge for reduced-price meals is \$0.40 for lunch, \$0.30 for breakfast, and \$0.15 cents for snacks. Do not enter dollar signs in the meal pricing fields.

Meal Type	Pricing Information	Paid Price	Reduced Price	Adult Price
National School Lunch Program (NSLP)				
School Breakfast Program (SBP)				
Afterschool Snack (AS)				

Section A - NATIONAL SCHOOL LUNCH PROGRAM (NSLP)

A1. A. Months of Operation: (Check all that apply)

All: ☐ Jul: ☐ Aug: ☐ Sep: ☐ Oct: ☐ Nov: ☐ Dec: ☐
Jan: ☐ Feb: ☐ Mar: ☐ Apr: ☐ May: ☐ Jun: ☐

B. Days of the week meals served and claimed for reimbursement: (Check all that apply)

Mon-Fri: ☐ Mon: ☐ Tue: ☐ Wed: ☐ Thu: ☐ Fri: ☐ Sat: ☐ Sun: ☐

A2. Meal Service Times Begin Time: :00 End Time: :00

Additional Meal Service Times

A3. Will Offer versus Serve (OVS) be implemented for Lunch? ☐ Yes ☐ No

A4. What grades are utilizing Offer vs. Server (OVS) for Lunch?

All: ☐ Early Education: ☐ 1st grade: ☐ 5th grade: ☐ 9th grade: ☐
Head Start: ☐ 2nd grade: ☐ 6th grade: ☐ 10th grade: ☐
Pre-Kindergarten: ☐ 3rd grade: ☐ 7th grade: ☐ 11th grade: ☐
Kindergarten: ☐ 4th grade: ☐ 8th grade: ☐ 12th grade: ☐
Other: ☐

A5. How many Points of Service?

A6. Are alternate points of service used? ☐ Yes ☐ No

Describe your alternate points of service, if used:

Section B - SCHOOL BREAKFAST PROGRAM (SBP)

B1. A. Months of Operation: (Check all that apply)

All: ☐ Jul: ☐ Aug: ☐ Sep: ☐ Oct: ☐ Nov: ☐ Dec: ☐
Jan: ☐ Feb: ☐ Mar: ☐ Apr: ☐ May: ☐ Jun: ☐

B. Days of the week meals served and claimed for reimbursement: (Check all that apply)

Mon-Fri: ☐ Mon: ☐ Tue: ☐ Wed: ☐ Thu: ☐ Fri: ☐ Sat: ☐ Sun: ☐

B2. Meal Service Times Begin Time: :00 End Time: :00

Additional Meal Service Times

B3. Will Offer versus Serve (OVS) be implemented for Breakfast? ☐ Yes ☐ No

B4. What grades are utilizing Offer vs. Server (OVS) for Breakfast?

All: ☐ Early Education: ☐ 1st grade: ☐ 5th grade: ☐ 9th grade: ☐
Head Start: ☐ 2nd grade: ☐ 6th grade: ☐ 10th grade: ☐
Pre-Kindergarten: ☐ 3rd grade: ☐ 7th grade: ☐ 11th grade: ☐
Kindergarten: ☐ 4th grade: ☐ 8th grade: ☐ 12th grade: ☐
Other: ☐

B5. How many Points of Service?

B6. Are alternate points of service used? ☐ Yes ☐ No

Describe your alternate points of service, if used:

Section C - AFTERSCHOOL SNACKS (AS)

C1. A. Months of Operation: (Check all that apply)

All: ☐ Jul: ☐ Aug: ☐ Sep: ☐ Oct: ☐ Nov: ☐ Dec: ☐
Jan: ☐ Feb: ☐ Mar: ☐ Apr: ☐ May: ☐ Jun: ☐

B. Days of the week snacks served and claimed for reimbursement: (Check all that apply)

Mon-Fri: ☐ Mon: ☐ Tue: ☐ Wed: ☐ Thu: ☐ Fri: ☐ Sat: ☐ Sun: ☐

C2. Snack Service Times Begin Time: :00 End Time: :00

Alternate Service Times

C3. What time does the normal school day end? :00

C4. Describe the Snack Count Method:

C5. Describe educational or enrichment activities.

C6. Is the site licensed? ☐ Yes ☐ No

C7. Free and Reduced Enrollment Percentage: 0.00 %

Site is: ☐ Attendance Area Eligible - Eligible based on this site (claim all snacks free).
☐ Attendance Area Eligible - Eligible based on another site (claim all snacks free).
☐ Non-Area Eligible (claim all snacks free, reduced and full price).

Select the qualifying site for the Afterschool Snack Program:

Other:

AFTERSCHOOL SNACKS (AS) Contact

☐ Same as the Site Contact

C8. Name: Salutation First Name Last Name
C9. Email Address:
C10. Phone: Ext: Fax:
C11. Title:

Section D - SPECIAL MILK PROGRAM (SMP)

Students participating in Special Milk are not eligible to also participate in NSLP or SBP.

D1. Site Type:

D2. A. Months of Operation: (Check all that apply)

All: ☐ Jul: ☐ Aug: ☐ Sep: ☐ Oct: ☐ Nov: ☐ Dec: ☐
Jan: ☐ Feb: ☐ Mar: ☐ Apr: ☐ May: ☐ Jun: ☐

B. Days of the week milk served and claimed for reimbursement: (Check all that apply)

Mon-Fri: ☐ Mon: ☐ Tue: ☐ Wed: ☐ Thu: ☐ Fri: ☐ Sat: ☐ Sun: ☐

D3. Milk Pricing

Highest charge to children (per ½ pint):
Highest dairy cost (per ½ pint):
Adult Price:
Bid Price:

Certification



I hereby certify that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the South Dakota Department of Education any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The South Dakota Department of Education may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the South Dakota Department of Education. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Created By: PamMcCown on: 10/1/2014 11:35:46 AM Modified By: PamMcCown on: 10/1/2014 11:35:46 AM

Save

Cancel

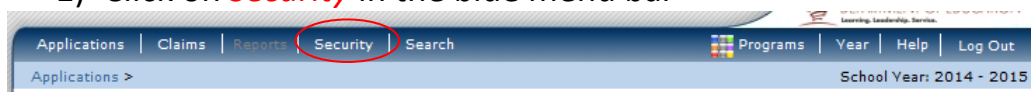
TIP: Remember to check the Certification box, or you will receive an error.

8) Click *Save*

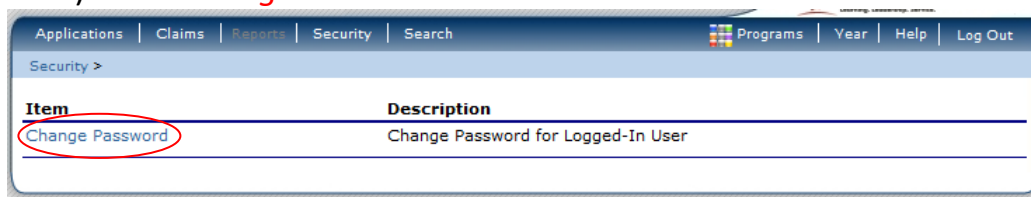
Chapter 7 –Changing your Password

This feature only works once you are already logged in. If you have forgotten your password or are locked out of the system, you will need to send an email to DOE.iCANhelp@state.sd.us or contact 605-773-3413 and request a password reset. A confirmation with your temporary password will be sent to the email address we have on file for you. No password information will be provided to you over the phone.

1) Click on **Security** in the blue menu bar



2) Click **Change Password**



3) Type a new password in both fields.

A screenshot of the 'Change Password' form. The top bar is the same. Below it, the breadcrumb is 'Security > Change Password >'. The form has a title 'Change Password' and a instruction: 'Please enter your new password, then re-enter your new password to verify it. Select Save to continue.' There are two input fields: 'New Password:' and 'Re-Enter New Password:'. At the bottom right of the form are two buttons: 'Save' (in red) and 'Cancel'.

A password must contain a combination of the following:

- Be at least 10 characters long
- Contain at least one number
- Contain at least one special character (\$, %, ^, &, +, =, !)

4) Click **Save**